

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1270 **TITLE:** INFORMATION SYSTEMS AUDITOR **GRADE:** S-28

DEFINITION:

Under general supervision, conducts information systems audits of computer operations, individual computer applications, systems or applications development, computer security; performs financial, operational, and compliance audits and investigations; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Information Systems Auditor is similar in scope and complexity to the Auditor III class in which incumbents perform advanced level internal audit work and are expected to lead/conduct complex internal audits at an advanced level with minimal supervision. This class is distinguished from the Auditor III class in that the Information Systems Auditor class requires specialized knowledge and skills in Information Systems.

ILLUSTRATIVE DUTIES:

Acts as consultant in systems planning, design, and implementation ensuring effective use of control techniques and efficient use of resources;
Plans the scope of an audit, performs risk assessment, and develops a risk-based fieldwork audit program;
Evaluates procedures and preparations for system backup and reconstruction, and business continuity;
Examines and analyzes automated files, records, and other documentation of existing systems to determine accuracy and compliance with County policies, procedures, and standards;
Tests transactions and reviews system specifications to ensure that controls are adequate and operational;
Advises Internal Audit staff in uses and techniques of the computer as an audit tool;
Presents oral and written reports to management, communicating findings and recommendations;
Plans and conducts all phases of computer system audits (of both hardware and software), including security, data integrity, and industry standards;
Analyzes complex department operations for efficiency, effectiveness, and compliance with policies and procedures;
Evaluates department responses to audit reports;
Performs assigned followup audits of department action plans;
Performs quality control reviews of other staff members' workpapers.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of computer data and system security;
Thorough knowledge of the design and testing of computer applications controls;
Thorough knowledge of information systems general controls;
Thorough knowledge of data extraction and analysis software tools;

Thorough knowledge of internal auditing standards, procedures, techniques, and internal control;
Thorough knowledge of governmental accounting principles, methods, and practices;
Thorough knowledge of management principles, methods, and practices;
Ability to effectively use personal computers and common software, i.e., word processing, spreadsheet, and flowcharting;
Ability to establish and maintain effective working relationships;
Ability to problem solve and analyze complex County operations;
Ability to plan work, develop audit methodology, and complete assignments within established deadlines;
Ability to work independently within established policies, procedures, and guidelines;
Ability to communicate clearly and concisely both orally and in writing with all levels, including senior management.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:
Graduation from an accredited four-year college or university with a bachelor's degree in business administration, public administration, or related a field with major course work in accounting, auditing, finance, information systems and/or computer science;

PLUS

Three years of professional experience in information systems or auditing.

CERTIFICATES AND LICENSES REQUIRED:

Certification as a Certified Information Systems Auditor (CISA).

NECESSARY SPECIAL REQUIREMENTS:

Certain positions with financial responsibility within this class may be subject to criminal history record checks and/or credit checks as a condition of hiring and periodically thereafter, as determined by the department head. An applicant or employee may be required to submit a request for a criminal history record check and/or credit check to the appropriate agency.

Applicants and employees within these select positions must demonstrate financial responsibility in personal finances as a condition of employment.

REVISED:	September 27, 2005
REVISED:	August 30, 1996
ESTABLISHED:	July 1, 1991